

FIG. 1A

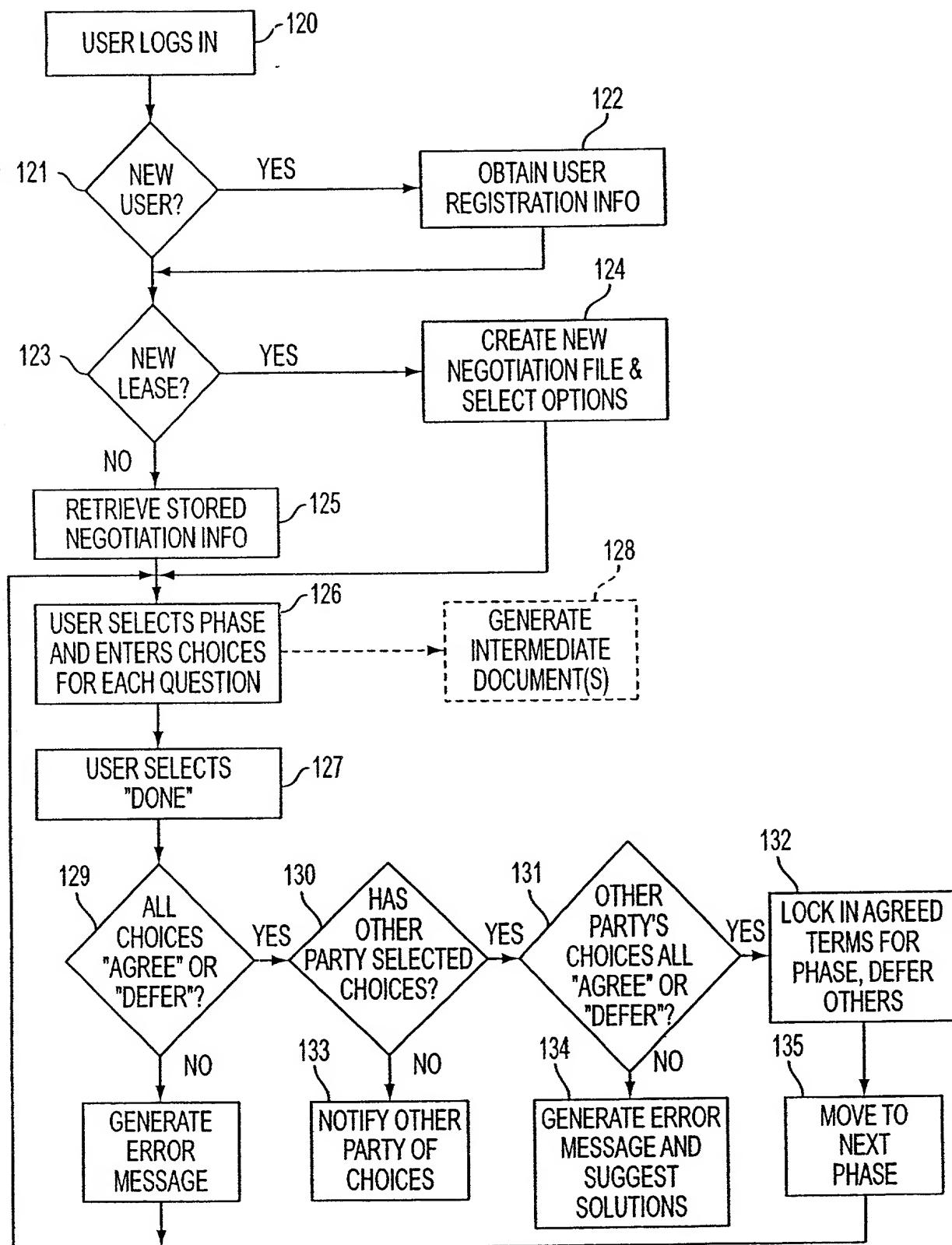


FIG. 1B

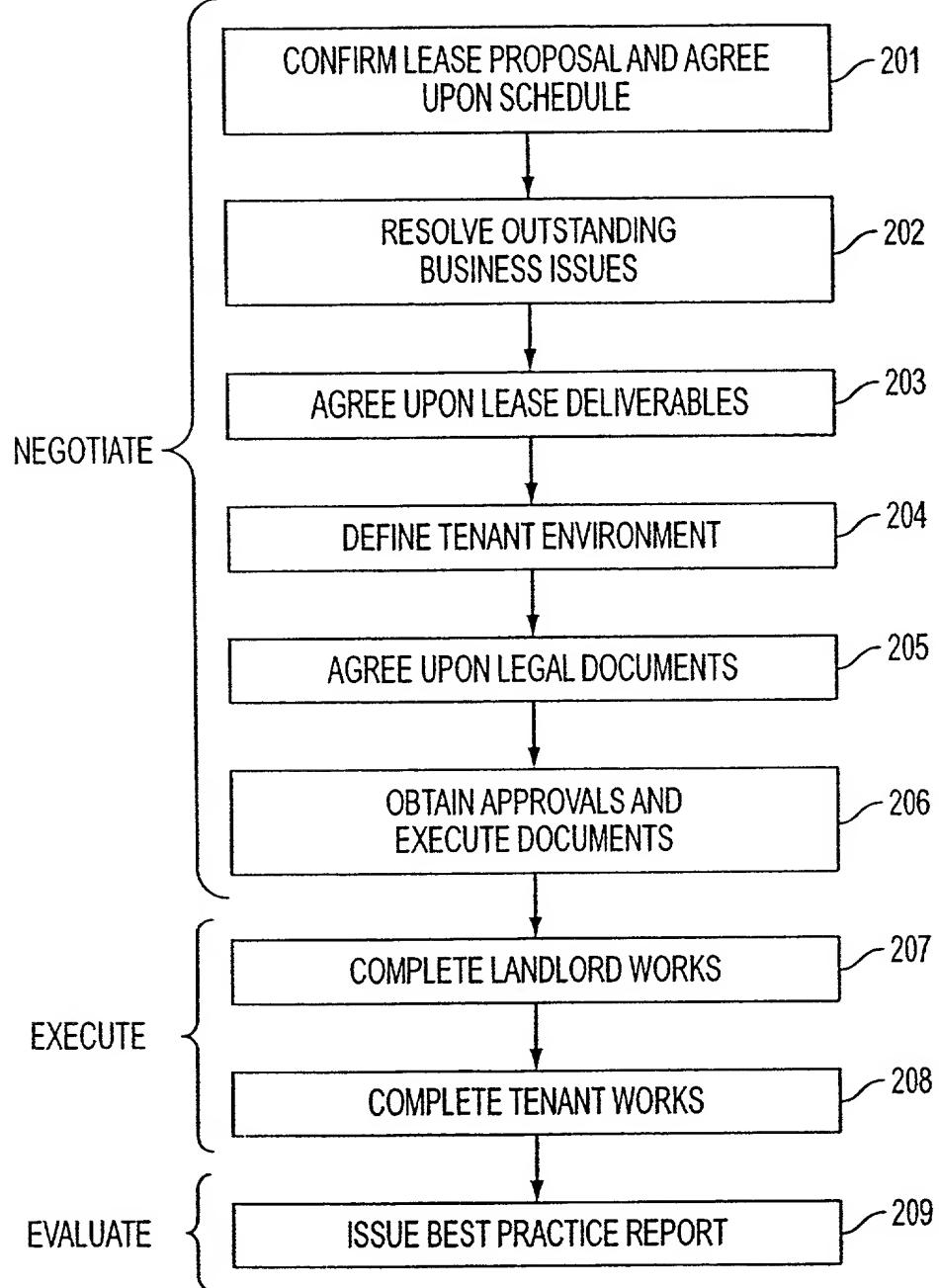


FIG. 2

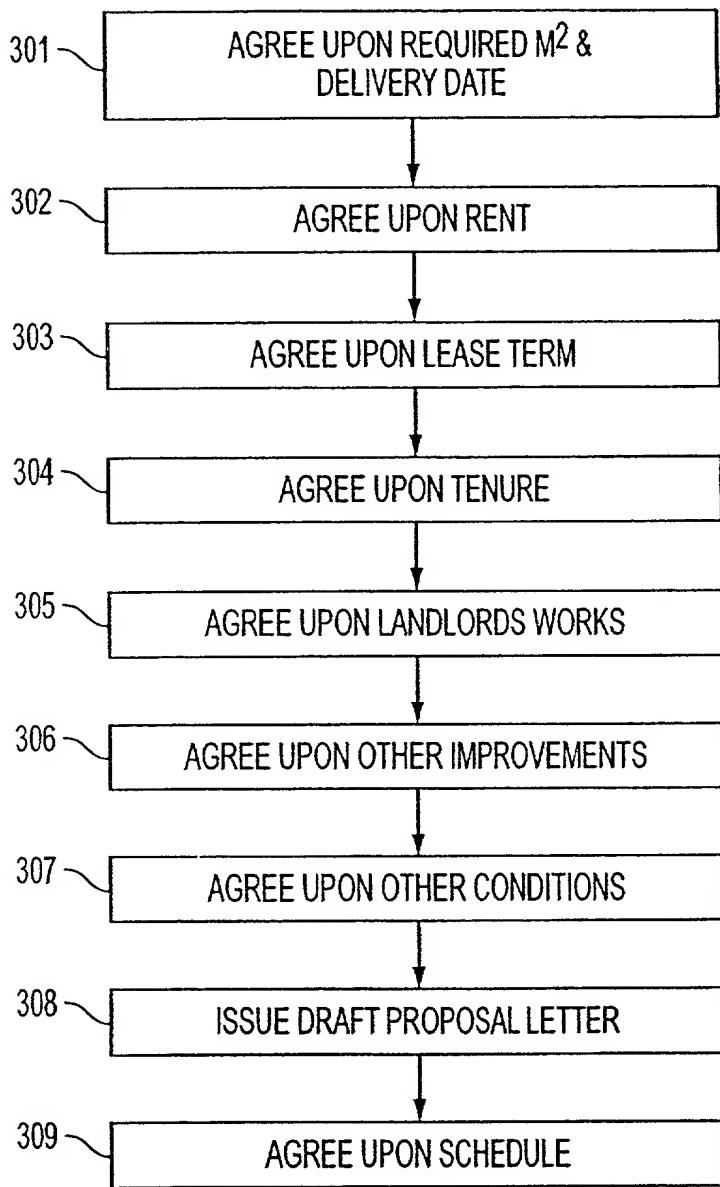


FIG. 3

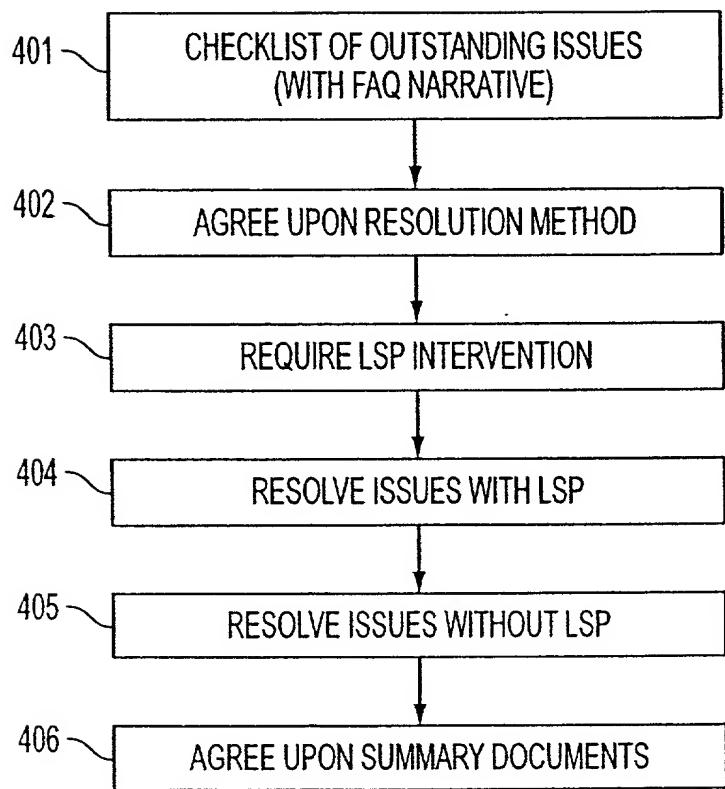


FIG. 4

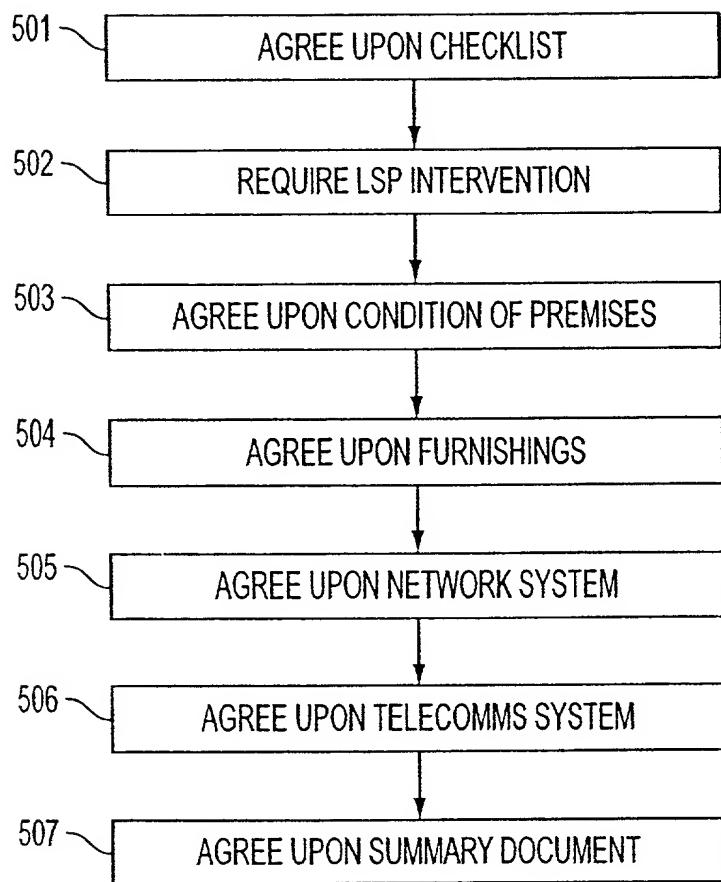


FIG. 5

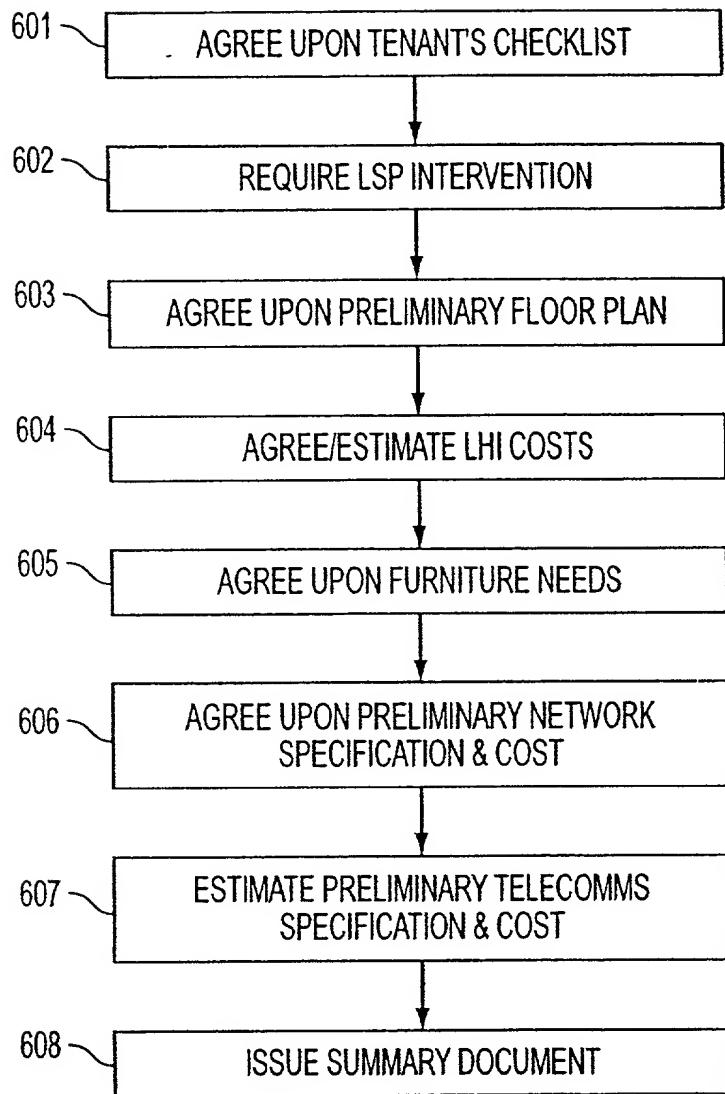


FIG. 6

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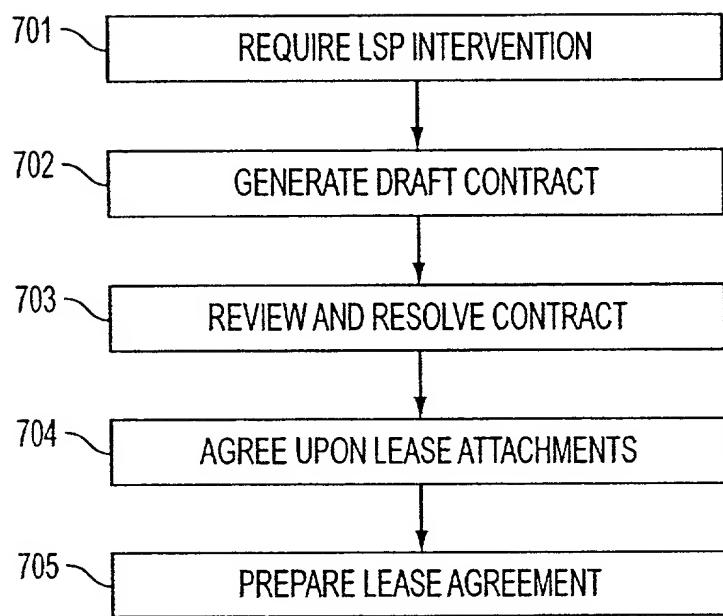


FIG. 7

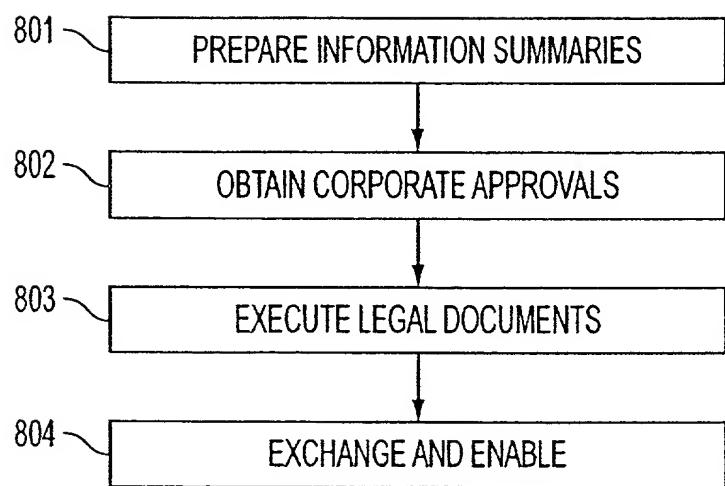


FIG. 8

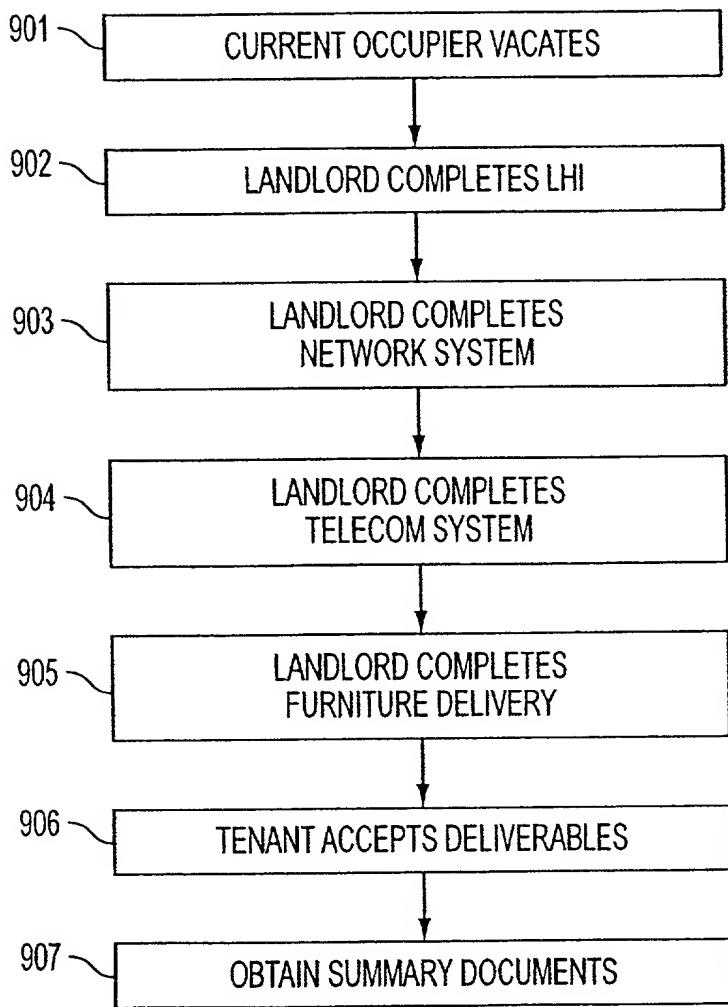


FIG. 9

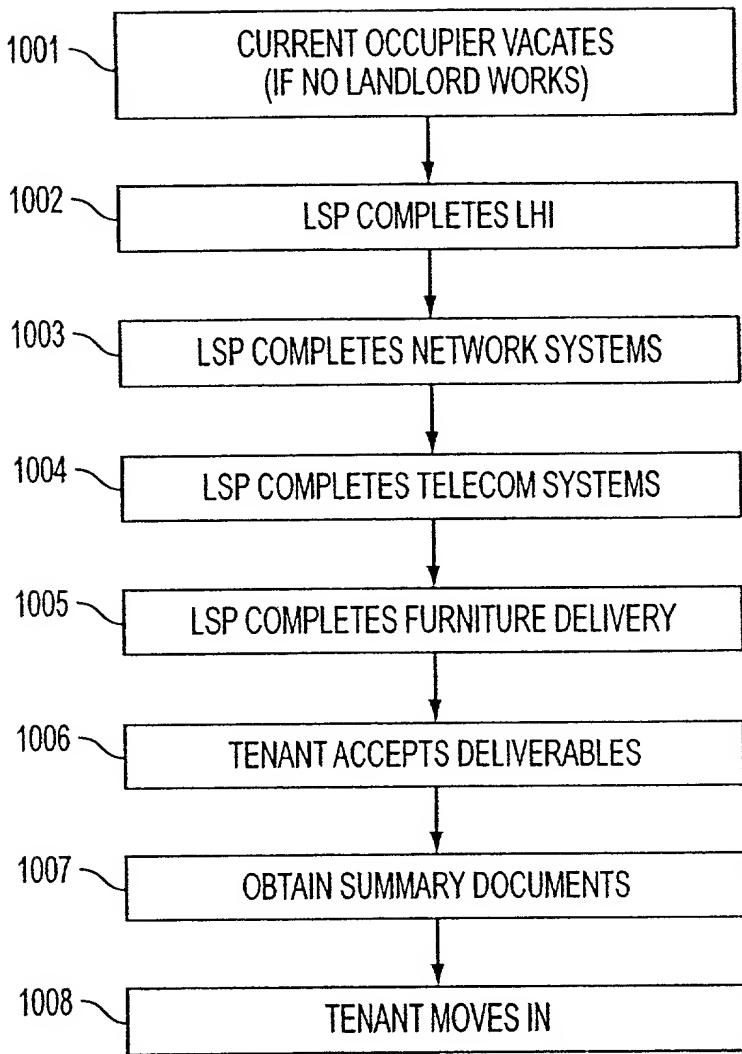


FIG. 10

1000422455044402

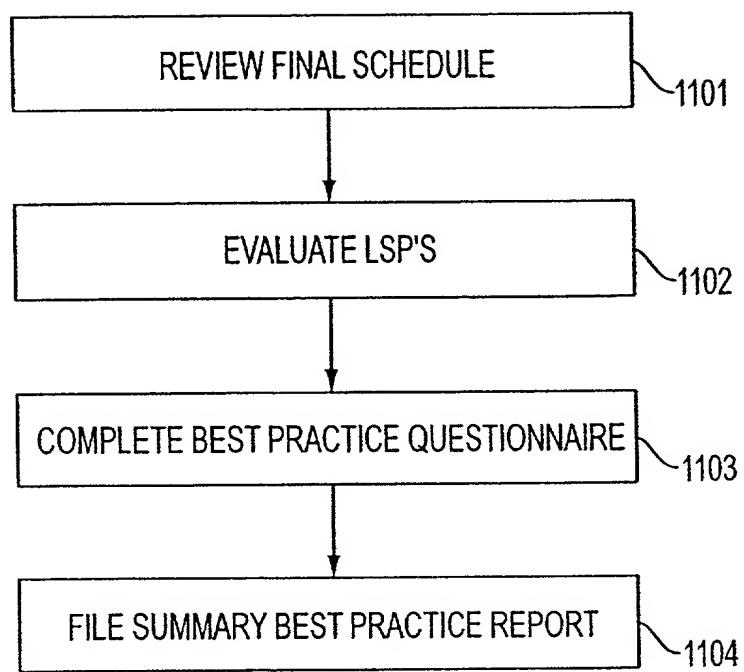


FIG. 11

1.001422455 0.4.1.3.02

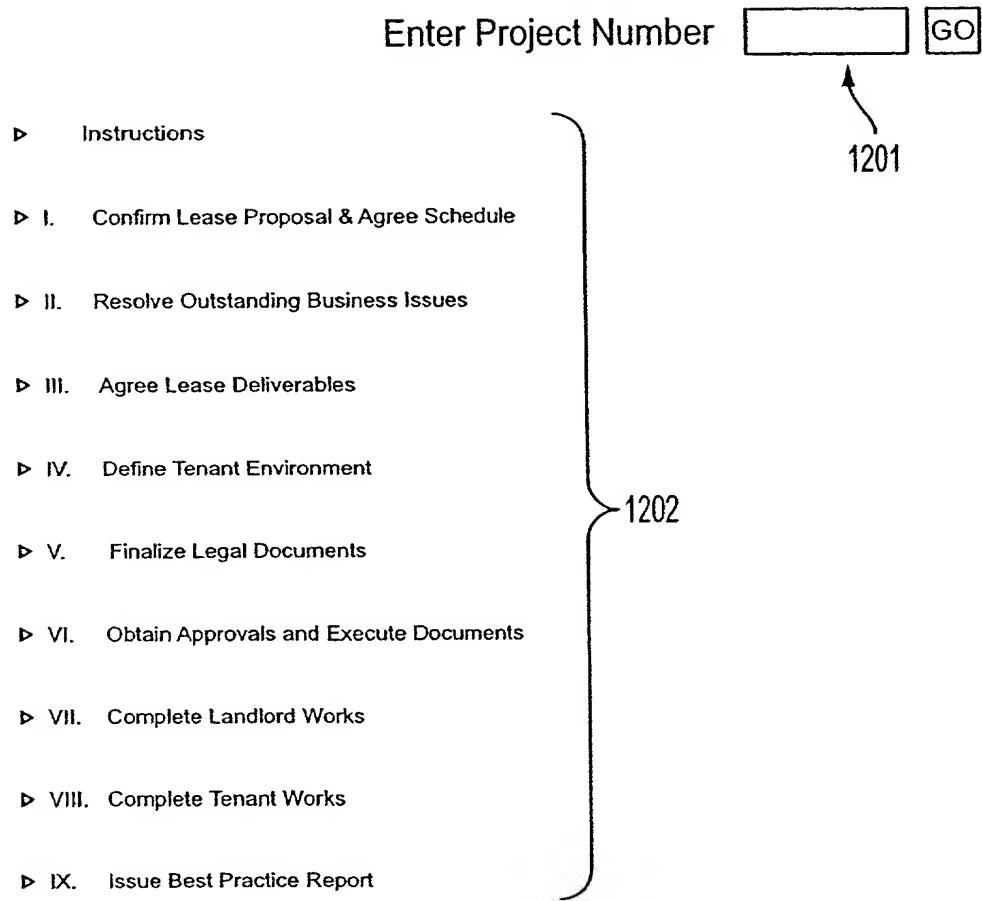
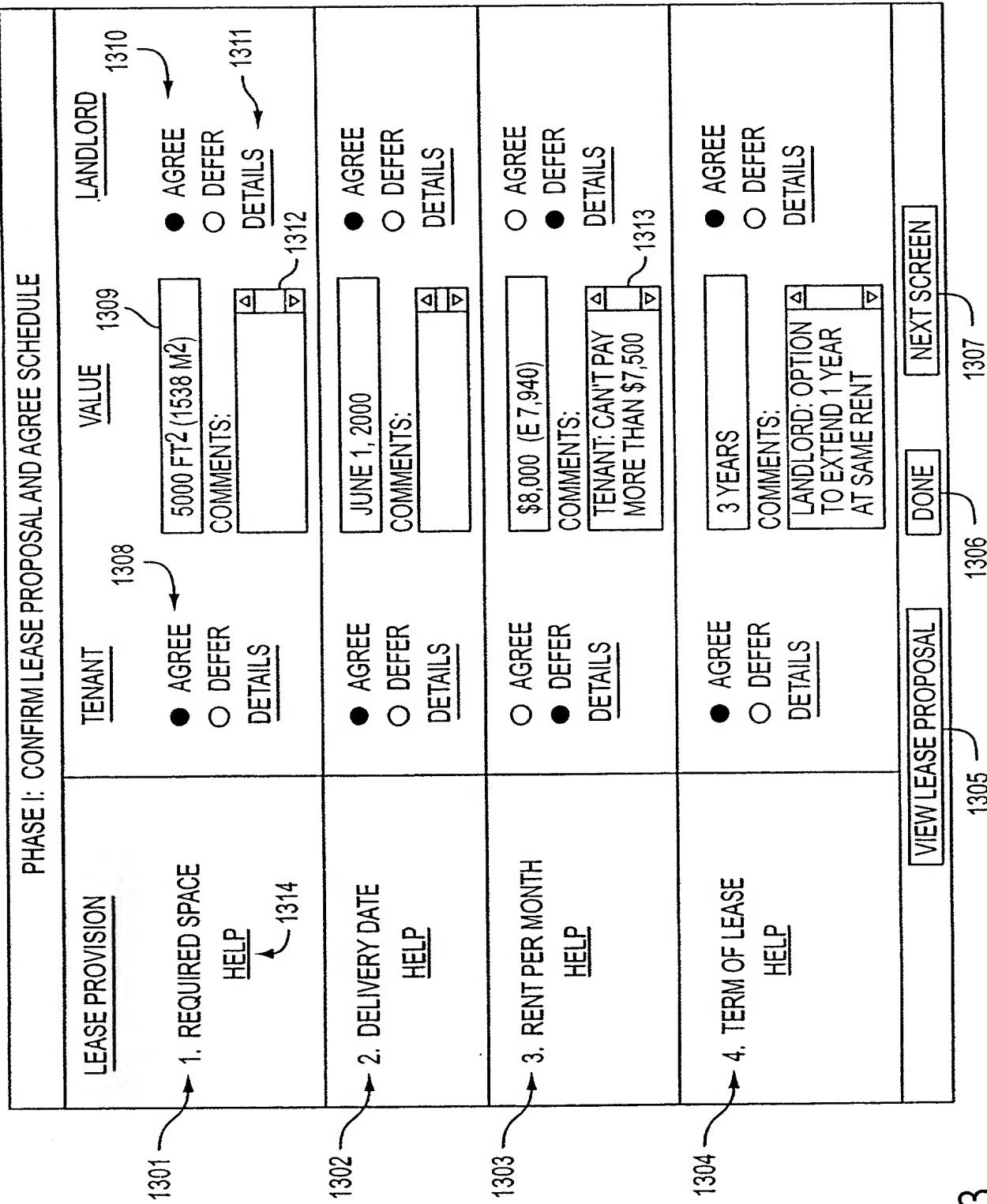


FIG. 12



# PHASE I: CONFIRM LEASE PROPOSAL & SCHEDULE

Decision	Tenant	Response & Dialogue Box	Landlord						
How much space is to be leased?	Agree <input checked="" type="checkbox"/> 1308	<p>Note: The parties should indicate if known the actual or estimated amount of space in square feet or square meters, or indicate in the dialogue box if another measure would be used. If the exact amount of space is not known, the parties should refer to another description such as a particular floor or an amount of space as referred to in a particular plan.</p> <table border="1"> <tr> <td>1351 ~ accept</td> <td>m<sup>2</sup> <input type="text" value="5000"/></td> <td>ft<sup>2</sup> <input type="text" value=""/></td> </tr> <tr> <td>1356 ~ accept</td> <td colspan="2">We assume that the space measurements exclude closet space.</td> </tr> </table>	1351 ~ accept	m <sup>2</sup> <input type="text" value="5000"/>	ft <sup>2</sup> <input type="text" value=""/>	1356 ~ accept	We assume that the space measurements exclude closet space.		Agree <input checked="" type="checkbox"/> 1310
1351 ~ accept	m <sup>2</sup> <input type="text" value="5000"/>	ft <sup>2</sup> <input type="text" value=""/>							
1356 ~ accept	We assume that the space measurements exclude closet space.								
Is there a plan that indicates the space to be leased?	Defer <input checked="" type="checkbox"/> 1353	<p>Note: There should be a reference to a plan of the space. This plan is normally provided by the landlord. If there is no plan, the parties should refer in the dialogue box to the floor and building upon which the space is located.</p> <table border="1"> <tr> <td>Yes <input checked="" type="radio"/></td> <td>No <input type="radio"/></td> </tr> <tr> <td colspan="2">Plan number 14577A, dated June 1, 2001, will control</td> </tr> </table>	Yes <input checked="" type="radio"/>	No <input type="radio"/>	Plan number 14577A, dated June 1, 2001, will control		Agree <input checked="" type="checkbox"/> 1352		
Yes <input checked="" type="radio"/>	No <input type="radio"/>								
Plan number 14577A, dated June 1, 2001, will control									
Is the tenant leasing all or a portion of the space?	Agree <input checked="" type="checkbox"/>	<p>Note: Please indicate whether the tenant is leasing all of a floor, a partial floor, or some other portion of the premises.</p> <table border="1"> <tr> <td><input type="radio"/> Lease All Space on Floor</td> <td><input checked="" type="radio"/> Lease All Space on Floor</td> </tr> <tr> <td><input checked="" type="radio"/> Lease Portion of Space</td> <td><input checked="" type="radio"/> Lease Portion of Space</td> </tr> <tr> <td><input type="radio"/> Other</td> <td><input type="radio"/> Other</td> </tr> </table>	<input type="radio"/> Lease All Space on Floor	<input checked="" type="radio"/> Lease All Space on Floor	<input checked="" type="radio"/> Lease Portion of Space	<input checked="" type="radio"/> Lease Portion of Space	<input type="radio"/> Other	<input type="radio"/> Other	Agree <input checked="" type="checkbox"/>
<input type="radio"/> Lease All Space on Floor	<input checked="" type="radio"/> Lease All Space on Floor								
<input checked="" type="radio"/> Lease Portion of Space	<input checked="" type="radio"/> Lease Portion of Space								
<input type="radio"/> Other	<input type="radio"/> Other								
Have the parties agreed on the tenant's proposed occupancy date?	Agree <input checked="" type="checkbox"/> 1354	<p>Note: This is the date when the tenant plans to move into the leased premises. At this point, this date is an objective, and not a commitment on the part of either party to meet this date. A more detailed schedule will be agreed in Step 7 of this phase.</p> <table border="1"> <tr> <td><input checked="" type="radio"/> Yes specify below</td> <td><input checked="" type="radio"/> Yes specify below</td> </tr> <tr> <td><input type="radio"/> No - to be agreed</td> <td><input type="radio"/> No - to be agreed</td> </tr> <tr> <td>December 1, 2001</td> <td>December 1, 2001</td> </tr> </table>	<input checked="" type="radio"/> Yes specify below	<input checked="" type="radio"/> Yes specify below	<input type="radio"/> No - to be agreed	<input type="radio"/> No - to be agreed	December 1, 2001	December 1, 2001	Agree <input checked="" type="checkbox"/> 1355
<input checked="" type="radio"/> Yes specify below	<input checked="" type="radio"/> Yes specify below								
<input type="radio"/> No - to be agreed	<input type="radio"/> No - to be agreed								
December 1, 2001	December 1, 2001								

FIG. 13A

DETAILS: LANDLORD'S WORKS (PHASE 1)			
<u>DECISION</u>	<u>TENANT</u>	<u>VALUE</u>	<u>LANDLORD</u>
1401 → 1. DELIVER ON "TURNKEY" BASIS?	<input type="radio"/> AGREE <input type="radio"/> DEFER		<input type="radio"/> AGREE <input type="radio"/> DEFER
1402 → 2. DELIVER IN "AS-IS" CONDITION?	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER		<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER
1403 → 3. AGREED DEFINITION OF LANDLORDS WORKS	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER	LANDLORD TO PROVIDE CABLE TV ACCESS 1406	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER
1404 → 4. AGREED LANDLORD & TENANT CONTRIBUTION TO WORKS?	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER		<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER 1407
			<input type="button" value="COMMENT"/>
		<input type="button" value="DONE"/>	<input type="button" value="COMMENT"/>
		<input type="button" value="VIEW LEASE PROPOSAL"/>	

FIG. 14

PHASE II: RESOLVE OUTSTANDING BUSINESS ISSUES			
<u>ISSUE</u>	<u>TENANT</u>	<u>VALUE</u>	<u>LANDLORD</u>
1501 3. RENT PER MONTH	<input type="radio"/> MEET ON-LINE <input type="radio"/> MEET OFF-LINE		
1502 A. RESOLVE IN USER FORUM?	<input type="radio"/> MEET ON-LINE <input type="radio"/> MEET OFF-LINE		
1503 B. RESOLVE USING LOCAL SERVICE PROVIDER?	<input checked="" type="radio"/> SUGGEST BROKER <input type="radio"/> SUGGEST APPRAISER	TENANT: RESEARCH AVERAGE RENTS IN AREA 1508	
1504 C. RESOLVE USING MEDIATION?	<input type="radio"/> SUGGEST MEDIATOR		COMMENT 1507
			DONE

FIG. 15

## Issue Lease Proposal

TO:  
FROM:

RE:  
DATE:

Name of Recipient:

**Landlord or Current Tenant:**

Company Name of Tenant:

**Office Location:**

Size:

Address of Proposed office:

### Current Measurement of Space:

**Lease Term:**

Rent:

Lease Start:

Rent Start:

### Rent Increase:

### Other Improvements:

### Break Option:

### Renewal Option:

### Expansion Option:

## Charges:

### Parking:

## Termination:

Name of Sender:

[Back](#) [Next](#)

FIG. 16

Preview

Lease Proposal

TO: Robert Andrews

FROM: Joe Smith

RE: KPMG Boston

DATE: 6/16/2000

Dear Robert Andrews

The following is a proposal for the lease or sublease of offices of [insert name of landlord or current tenant] by [Company Name] at Leatherhead, England

**Premises:** circa 1000 m2 [compute sq. ft.] of rentable space on the 850 floor- of the xxxx building located at [insert address]. Space to be measured based on [current measurement of space or prevailing market practices].

**Lease Term:** [insert number of years or months]

**Rent:** \$400 per m2

**Lease Start:** [insert date for commencement of the lease]

**Rent Start:** [insert date for start of rent if after Lease Start]

**Rent Increase:** [insert CPI/indexation if any or other rent increase]

**Landlord's Work:** [insert condition in which landlord is to deliver the office premises if the landlord is responsible to make any alterations, linking if required to a separate document that describes the works, and whether the cost is paid by the landlord, paid by the tenant, or shared between the parties]

**Other Improvements:** [insert other improvements provided by landlord in the premises including furniture, network systems or telecommunications systems,, linking if required to a separate document with a more detailed description or inventory of improvements]

**Break Option:** [insert any options granted to tenant to terminate the lease before the end of the lease term including the effective date of break, required advance notice, and payment of penalties (if any) to landlord

**Renewal Option:** [insert any options granted to tenant to renew the office premises including the number of lease terms, the advance notice, and method for calculation of rent increase].

**Expansion Option:** [insert any options granted to tenant to lease additional office space in

FIG. 17A

2001 RELEASE UNDER E.O. 14176

the building or buildings in which the offices are located, including any rights of refusal to lease additional space].

**Charges:** [insert rent cost per m<sup>2</sup> in local currency and convert to \$ per sq. ft. of any operating expenses to be paid by tenant for use of office space]

**Parking:** [insert the number of parking spaces to be rented and the annual cost per space in local currency and convert to \$ per sq. ft.]

**Termination:** [insert the condition in which the tenant must leave the premises upon termination of the lease, choosing among a) return the premises to the landlord in good condition, reasonable wear and tear excepted, b) return the premises to the landlord in its original condition with no allowance for reasonable wear, or c) other condition to be mutually agreed.]

This proposal is subject to the approval of [insert company name of tenant] corporate management. **Under no circumstances shall this proposal constitute a binding legal commitment on behalf of [insert company name of tenant] to lease the above premises.**

Please confirm in writing that the above proposed terms and conditions are acceptable. Thank you.

Best regards,

Joe Smith

Done

FIG. 17B

1001422455-044202

## Transaction Schedule

Agreed Schedule: 6/10/01

Modified Schedule: 6/15/01

Phase	Description	Scheduled Start Date	Actual Start Date	Scheduled End Date	Actual End Date
I	Agree Space & Delivery Date	10 Jun 01	10 Jun 01	12 Jun 01	12 Jun 01
		14 Jun 01		17 Jun 01	
II	Resolve Business Issues	13 Jun 01		15 Jun 01	
		18 Jun 01		22 Jun 01	
III	Agree Landlord's Works	16 Jun 01		18 Jun 01	
		23 Jun 01		30 Jun 01	
IV	Define Tenant Environment	20 Jun 01		25 Jun 01	
V	Agree Legal Documents	27 Jun 01		12 Jul 01	
VI	Obtain Approvals	30 Jun 01		15 Jul 01	
VII	Deliver Landlord's Works	18 Jul 01		24 Aug 01	
VIII	Deliver Tenant's Works & Move-in	27 Aug 01		5 Oct 01	
IX	Submit Best Practice Reports	8 Oct 01		11 Oct 01	

I accept the modified schedule as it appears in the red text areas.

FIG. 18

Local Service Provider- Architect/Interior Designer  
Request for Proposals  
Scope of Services

**Phase I: Space Programming and Adjacencies**

XXX has prepared a one-page program summary. Architect will meet XXX to review this document and discuss adjacencies. Maximum cost not to exceed **LC xxxx**

**Phase II: Preliminary Plan and Building Survey**

Architect will visit two buildings and receive preliminary CAD space plans for each. Architect will prepare "block plans" for XXX's review. Based upon XXX's feedback and comments, Architect will revise plans and make a preliminary fit of furniture using generic templates that approximate current and required furniture. Architect will review building systems and other base building specifications and, based upon XXX's needs, advise if any problems are anticipated.

**Phase III: Preliminary Specification and Cost**

Based on an agreed preliminary plan, Architect will prepare a 2 to 3 page summary of required works including partitions, carpeting, ceiling, electrical distribution and lighting requirements, and air-conditioning/ventilation needs (normal except for server room), along with preliminary quantities and cost. Architect will estimate the time to complete these works. Architect will not specify server or telephone systems.

**Phase IV: Review of Landlord Proposal and Cost Estimates**

Architect will meet with landlord to review their response to specifications and will prepare an estimated cost for work not included in landlord's "building standard" fitout.

**Phase V: Preparation of Lease Documents**

Architect will prepare detailed plans of works to be completed by landlord including partition, ceiling/lighting, electrical, and ventilation plans along with quantity measurements. Architect will provide a written specification of landlord's work including interior finishes. Architect will prepare a furniture plan based upon an inventory to be provided by XXX. Assume that all requirements for furniture shall be competitively bid to local vendors, and that Architect shall not accept compensation from any furniture vendors.

**Phase VI: Project Monitoring and Coordination**

Landlord will be responsible for a turnkey delivery of XXX's fitout requirements. Architect will inspect progress of works and report any difficulties. Architect will also coordinate schedule for delivery and installation of XXX's furniture, data cabling, telecomm, and security systems.

**Phase VII: Handover of Premises**

Prior to occupancy, Architect will accompany XXX on a final inspection of premises to accept the landlord works and/or agree on a defects list.

FIG. 19A

20042015 042102

**Phase VIII: Relocation Management**

Architect will coordinate all aspects of the move into the new premises including moving schedules, and relocation (if any) of furniture, telephone and server systems. Architect will indicate if they do not provide this service.

**FIG. 19B**

4 0 0 4 2 9 4 5 6 0 4 3 1 0 2

Transaction Team

Here the tenant and landlord each will indicate who is responsible for making decisions on their behalf for each phase of the transaction. The parties may assign local service providers to make these decisions. Please click on the registration button if an assigned party needs to be registered as a user of Global Lease Link. Please click on "Details" for a summary of each phase of the transaction process.

Phase	Assign Responsible Party	
<b>Agree Lease Proposal and Schedule</b>	<small>Note: If more than one party will be assigned to be responsible for decisions within a particular phase, click onto Details to assign responsibility for partic decisions.</small>	
	<b>Tenant Assigned Party:</b>	
	<small>2001</small> Company <input type="text" value="Realtor Plus"/>	
	<small>2002</small> User Name <input type="text" value="Jack Realtor"/>	
	<small>2003</small> Role <input type="text" value="Real Estate Agent"/> Is party registered? Yes <input checked="" type="radio"/> No <input type="radio"/>	
	<b>Register Party</b>	
	<b>Landlord Assigned Party:</b>	
Company <input type="text" value="Landlord Holdings Inc"/>		
User Name <input type="text" value="Bob Worker"/>		
Role <input type="text" value="Real Estate Agent"/> Is party registered? Yes <input checked="" type="radio"/> No <input type="radio"/>		
<b>Register Party</b>		
<b>Resolve Outstanding Business Issues</b>	<small>Note: If more than one party will be assigned to be responsible for decisions within a particular phase, click onto Details to assign responsibility for partic decisions.</small>	
	<b>Tenant Assigned Party:</b>	
	<small>2004</small> Company <input type="text" value="Brokers Plus"/>	
	<small>2005</small> User Name <input type="text" value="Steve Smart"/>	
	<small>2006</small> Role <input type="text" value="Contract Manager"/> Is party registered? Yes <input checked="" type="radio"/> No <input type="radio"/>	
	<b>Register Party</b>	
	<b>Landlord Assigned Party:</b>	
Company <input type="text" value="LANDLORD &amp; CO."/>		
User Name <input type="text" value="JOE LANDLORD"/>		
Role <input type="text" value="LANDLORD"/> Is party registered? Yes <input checked="" type="radio"/> No <input type="radio"/>		
<b>Register Party</b>		
<b>Agree Landlord Lease Deliverables</b>	<small>Note: If more than one party will be assigned to be responsible for decisions within a particular phase, click onto Details to assign responsibility for partic decisions.</small>	
	<b>Tenant Assigned Party:</b>	
	Company <input type="text" value="Office Plus"/>	
	User Name <input type="text" value="Susan Smith"/>	
	Role <input type="text" value="Architect"/> Is party registered? Yes <input checked="" type="radio"/> No <input type="radio"/>	
	<b>Register Party</b>	
	<b>Landlord Assigned Party:</b>	
Company <input type="text" value="Landlord Holdings Inc"/>		
User Name <input type="text" value="Bob Worker"/>		
Role <input type="text" value="Architect"/> Is party registered? Yes <input checked="" type="radio"/> No <input type="radio"/>		
<b>Register Party</b>		
<b>Define Tenant Environment</b>	<small>Note: If more than one party will be assigned to be responsible for decisions within a particular phase, click onto Details to assign responsibility for partic decisions.</small>	
	<b>Tenant Assigned Party:</b>	
	Company <input type="text"/>	
	User Name <input type="text"/>	
<b>Landlord Assigned Party:</b>		
Company <input type="text"/>		
User Name <input type="text"/>		

FIG. 20

2101

2102

FIG. 21

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Global Office Link

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New Transaction

Access Transactions

Schedule

Message Log

Message

Reports

Listing ID	Trans. ID	Type	Country	City	Size (m <sup>2</sup> )	Annual Rent (\$)	Total Rent (\$)	Transaction Start Date	Current Status	Schedule Status	Current Contact	Details
001	0001	Acquire	England	London	9000	250,000	750,000	1 Jun 01	Phase 1	+2	clbergen	Details
001	0080	Dispose	Germany	Frankfurt	8070	210,000	840,000	15 Jun 01	Phase 7	+1	sgreco	Details
001	0010	Acquire	USA	New York	8000	200,000	1,000,000	21 Jun 01	*Complete*	0	atang	Details
003	0090	Dispose	Switzerland	Zurich	6509	170,000	1,020,000	28 July 01	Phase 2	+10	atang	Details
004	0101	Acquire	Germany	Berlin	5408	150,000	1,050,000	10 Aug 01	Phase 1	+2	clbergen	Details
005	0074	Dispose	France	Paris	4600	134,000	1,072,000	31 Aug 01	Phase 8	-7	atang	Details
<b>Totals:</b>					<b>41,587</b>	<b>1,114,000</b>	<b>5,732,000</b>					

Notes.  
 Annual Rent = Size x Contract Rent per m<sup>2</sup>  
 Total Rent = Annual Rent x Minimum Lease Term for proposed contact

My Computer

### New Message

To: clbergin

2201

Subject: leased space

2202

Attachment:

2205

Message:

private  YES  NO

I think we have seriously underestimated the amount of  
space that we need. Please call me to discuss further.

Bob



2203

2206

2204

10042345 01.10.02

FIG. 22

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New Transaction

Access Transactions

Schedule

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Message

Reports

New Message

To:  2301

Other Recipient:

Subject: Lease Proposal 2302

Attachment Type: Lease Proposal

Attachment:  2303

Message:

Enclosed for your review is the initial lease proposal that was submitted by the landlord's agent. I am rather concerned about the landlord's delivery date. Please advise. Thank you

Done My Computer

FIG. 23

## Transaction Report

Listing ID: 001

Transaction ID: 0001

Phase	Scheduled Start Date	Scheduled End Date	Actual Start Date	Actual End Date	Differential	Current Contact
I	6/1/01	6/10/01	6/1/01	6/12/01	+2	clbergin
II	6/11/01	6/15/01	6/12/01	6/16/01	+1	sgreco
III	6/16/01	6/21/01	6/17/01	6/21/01	0	atang
IV	6/22/01	7/5/01	6/22/01	7/3/01	-2	clbergin
V	7/6/01	7/18/01	7/6/01	*OPEN*	*OPEN*	sgreco
VI	7/19/01	7/28/01	*OPEN*	*OPEN*	*OPEN*	atang
VII	7/29/01	8/10/01	*OPEN*	*OPEN*	*OPEN*	clbergin
VIII	8/11/01	8/20/01	*OPEN*	*OPEN*	*OPEN*	sgreco
IX	8/21/01	8/31/01	*OPEN*	*OPEN*	*OPEN*	atang

[View Transaction](#)

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FIG. 24

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New Transaction

Transaction Message Log

Message ID #	To	From	Subject	Date	Status	Attachment	View
1	RE Rep	Agent	Lease Proposal	2/28/2001	Read	Lease Proposal	<input type="button" value="View"/>
2	PM	RE Rep	User Group Representative	3/12/2001	Read		<input type="button" value="View"/>
3	RE Rep	Agent	Lease Start Date	3/28/2001	Read	Legal Document	<input type="button" value="View"/>
4	User	RE Rep	Selection of Architect	4/2/2001	Read	Other	<input type="button" value="View"/>
5	Agent	RE Rep	Headcount Plans	4/6/2001	New	Corporate Form	<input type="button" value="View"/>
6	Arch	PM	Furniture Selection	4/8/2001	New	Plans	<input type="button" value="View"/>
7	Agent	RE Rep	Initial Draft Lease	4/9/2001	New	Legal Document	<input type="button" value="View"/>

Done My Computer

FIG. 25



## **Global Office Link**

548

## Contact

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## OFFICE LISTINGS

## GLOBAL LEASE LINK

GLOBAL SALE LINK

#### ACCOUNT INFORMATION

## BEST PRACTICES

SUR

## Sale Link Application

## Global Sale Link Phases

ENTER TRANSACTION NUMBER:

GO

2601

## Introduction

- I. Confirm Business Terms and Schedule
- II. Resolve Outstanding Business Issues
- III. Agree Seller's Deliverables and Buyer's Conditions
- IV. Finalize Purchase & Sale Document
- V. Obtain Approvals and Sign Contract
- VI. Complete Buyer's Due Diligence
- VII. Complete Seller's Works and Deliverables
- VIII. Complete Transaction and Closing
- IX. Issue Best Practice Report

2600

{ } { }

FIG. 26



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Sale Link Application

## Global Sale Link

Project Number: 00000001

### I. Confirm Sale Proposal and Schedule

In this phase the Buyer and Seller will summarize the terms and conditions they have agreed upon for sale of the property and/or assets, and a Sale Proposal and schedule will be agreed upon.

10042245-01.102

2701 ~ 2711

2702 ~ 2712

2703 ~ 2713

2704 ~

2705 ~

2706 ~

2707 ~

2708 ~

2709 ~

Decision	Buyer	Seller	
1. Agreed Sale Price?	Agree	Agree	Details
2. Agreed on Description of Assets?	Defer	Agree	Details
3. Agreed Structure of Transaction?	Defer	Defer	Details
4. Agreed Payment Terms?	-----	-----	Details
5. Agreed Other Conditions to Sale?	-----	-----	Details
6. Agreed Deposit?	-----	-----	Details
7. Agreed Closing Date?	-----	-----	Details
8. Issue and Agree on Schedule?	-----	-----	Details
9. Issue and Agree Sale Proposal?	-----	-----	Details

View Draft Sale Proposal

2710 ~ Message

F16. 27

GLOBAL LEASE LINK

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Sale Link Application

Sale Link Application

**Global Sale Link**

Project Number: 00000001

**Confirm Business Terms: Sale Price**

Decision	Buyer	Seller
Specify Currency	\$	<input type="checkbox"/> Agree
Fixed Price	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Specify Fixed Price	5,000,000	<input type="checkbox"/> Agree
Variable Price	<input type="checkbox"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Conditions for Variable Price		
Specify Variable Price		

Message

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Global Office Link<sup>SM</sup>

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Sale Link Application Global Sale Link

Project Number: 00000001

II. Resolve Outstanding Business Issues: Payment Terms

Decision	Buyer	Seller	Resolve
Agree on Resolution Method	-----	-----	Resolve
Select a Local Service Provider	-----	-----	Resolve
Resolve Issue with LSP	-----	-----	Resolve
Resolve Issue without LSP	-----	-----	Resolve
Agree Summary Documents	-----	-----	Resolve

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Message

Done

FIG. 29



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## Global Sale Link

### III. Agree Seller's Deliverables and Buyer's Conditions

In this phase the Buyer and Seller will agree on the assets to be delivered by the Seller at the closing of the transaction, and the conditions for the Buyer's purchase of the property, and (if necessary) agree to a revised Sale Proposal and a revised schedule.

SEARCH TERM:  GO TO

Buyer	Decision	Seller	
Agree <input type="button"/>	1. Checklist	Agree <input type="button"/>	Details
Agree <input type="button"/>	2. Agree Seller's Building & Land Deliverables	Agree <input type="button"/>	Details
----- <input type="button"/>	3. Agree Seller's Required Building & Land Works	----- <input type="button"/>	Details
----- <input type="button"/>	4. Agree Buyer's Mortgage Financing Condition	----- <input type="button"/>	Details
----- <input type="button"/>	5. Agree Buyer's Due Diligence Conditions	----- <input type="button"/>	Details
----- <input type="button"/>	6. Need a Local Service Provider?	----- <input type="button"/>	Details
----- <input type="button"/>	7. Issue and Agree Summary Document?	----- <input type="button"/>	Details

Message

Done

FIG. 30



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## Global Sale Link

### IV. Agree Purchase & Sale Contract

In this phase the Buyer and Seller will negotiate and agree to a contract for sale of property and/or assets and prepare final documents for signature by the parties.

Buyer	Decision	Seller	
Defer	1. Need a Local Service Provider?	Agree	Details
Agree	2. Review Draft Contract 1	-----	Details
-----	3. Review Draft Contract 2	-----	Details
-----	4. Require Additional Documents?	-----	Details
-----	5. Resolve Open Issues	-----	Details
-----	6. Prepare Final Contract	-----	Details

#### Message

FIG. 31

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### V. Obtain Approvals and Sign Contract

In this phase, the Buyer and Seller will each obtain their necessary internal approvals and then will sign the purchase and sale contract.

Buyer	Decision	Seller	
Defer <input type="button" value="▼"/>	1. Prepare Information Summaries	Agree <input type="button" value="▼"/>	Details
Agree <input type="button" value="▼"/>	2. Obtain Required Approvals	Agree <input type="button" value="▼"/>	Details
<input type="button" value="▼"/>	3. Sign Purchase and Sale Contract	<input type="button" value="▼"/>	Details
<input type="button" value="▼"/>	4. Exchange and Enable	<input type="button" value="▼"/>	Details

#### Message

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### VI. Complete Buyer's Due Diligence

In this phase the Buyer will complete its due diligence studies that are specified in the contract as conditions to purchase the property and/or assets, and the Buyer will notify the Seller whether or not it will complete the transaction.

Buyer	Decision	LSP*	
Agree	1. Complete Studies of Physical Assets	Agree	Details
Agree	2. Complete Review of Permits and Approvals	Agree	Details
Defer	3. Complete Review of Title & Company Structure	Defer	Details
Defer	4. Complete Review of Financial Information	Defer	Details
	5. Send Completion Notice		Details

Message

\*LSP = Professionals chosen by Buyer to provide advice and information.

FIG. 33

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### VII. Complete Seller's Works & Deliverables

In this phase the Seller will complete the works in the property that are specified as conditions to a closing, and deliver for the Buyer's review any required information and/or guarantees that are due before the closing.

Buyer	Decision	Seller	
Agree	1. Complete Repairs and Replacements	Agree	Details
Agree	2. Deliver Required Permits	Agree	Details
Defer	3. Deliver Required Guarantees	Defer	Details
-----	4. Deliver Required Financial Statements	-----	Details
-----	5. Summary of Accepted Works and Deliverables	-----	Details

Message

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### VIII. Complete Transaction & Closing

In this phase the Buyer and Seller will sign all documents that are necessary to close the transaction, and complete the transfer of money, of financial instruments and of the property and/or assets.

[GO TO](#)

Tenant	Decision	Landlord
Agree <input type="button" value="▼"/>	1. Agree List of Closing Documents	Agree <input type="button" value="▼"/> Details
Agree <input type="button" value="▼"/>	2. Agree on Form of Final Documents	Agree <input type="button" value="▼"/> Details
----- <input type="button" value="▼"/>	3. Obtain Authorizations and Guarantees	----- <input type="button" value="▼"/> Details
----- <input type="button" value="▼"/>	4. Obtain Final Account/Financial Statements	----- <input type="button" value="▼"/> Details
----- <input type="button" value="▼"/>	5. Make Final Inspections	----- <input type="button" value="▼"/> Details
----- <input type="button" value="▼"/>	6. Sign Final Documents	----- <input type="button" value="▼"/> Details
----- <input type="button" value="▼"/>	7. Transfer of Financial Consideration and Ownership	----- <input type="button" value="▼"/> Details

#### Message

FIG. 35

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## Global Sale Link

### IX. Issue Best Practice Report

In this phase the Buyer and Seller will complete best practice reports that will evaluate this transaction process and the service providers who assisted with the transaction.

Tenant	Decision	Landlord
Agree <input type="checkbox"/>	1. Review Final Schedule	Agree <input type="checkbox"/> <input type="button" value="Details"/>
Agree <input type="checkbox"/>	2. Complete Transaction Evaluation Form	Agree <input type="checkbox"/> <input type="button" value="Details"/>
Agree <input type="checkbox"/>	3. Complete LSP Evaluation Form	Agree <input type="checkbox"/> <input type="button" value="Details"/>
Agree <input type="checkbox"/>	4. Issue Best Practice Report	Agree <input type="checkbox"/> <input type="button" value="Details"/>

Message

FIG. 36

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## Proposal for

### Sale of Assets or Property

TO: [Name of Buyer or Representative]

FROM: [Name of Seller or Representative]

RE: [Address of Property]

DATE: [Date of Offer]

Dear [insert name of Buyer's representative]:

The following is a proposal for the sale of [Property Asset Shares] of [insert name of Seller] by [insert name of Buyer] at [Address of Property]:

**Buyer:** [Buyer's name]

**Seller:** [Seller's name]

**Property:** circa xxxx [m<sup>2</sup> or sq. ft.] building located at [insert address]

**Deal Structure:** [Sale of Property etc]

**Selling Price:** [currency], [price], or [To be Determined]

**Closing Date:** [insert day month year of closing]

**Payment Terms:** [insert payment terms]

**Buyer's Conditions:** Sale is subject to [insert conditions]

**P&S Date:** [insert day month year P&S is to be signed].

**Deposit:** [insert amount] payable on or before [insert date or upon signature of P&S and other conditions]

**Other Condition 1:** [text box to insert detailed conditions to sale agreed by parties]

**Other Condition X:** [text box to insert detailed conditions to sale agreed by parties]

**Termination:** [insert language to terminate negotiations if necessary]

This proposal is subject to the approval of [Buyer's name] and [Seller's name] company management. The Buyer and Seller agree that this proposal shall not constitute a binding legal commitment on behalf of [Seller's name] to sell the above Property and on behalf of [Buyer's name] to purchase the Property.

[Buyer's name] and [Seller's name] shall indicate by signing in the space below that they agree to the terms of this Sale Proposal. Thank you.

Accepts Sale Proposal:

Accepts Sale Proposal:

FIG. 37